

Okta Account Setup Instructions

Index

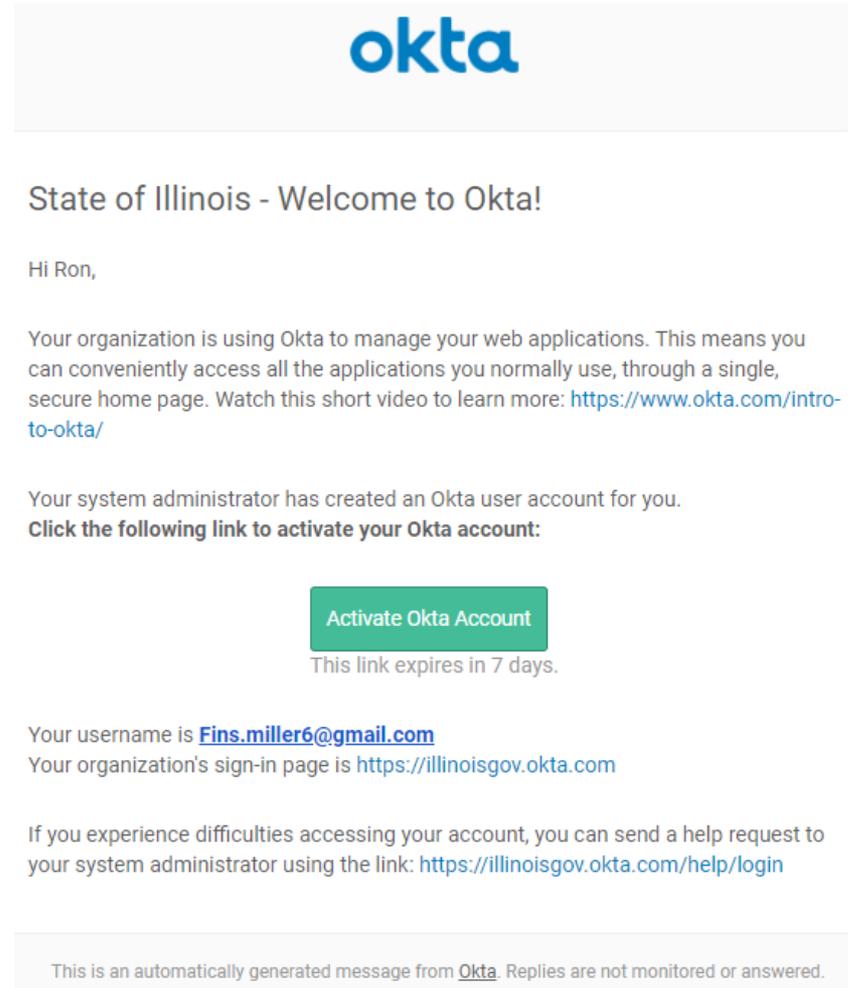
1. Receive Okta Activation email	2
2. Start the Activation process	3
3. SELECT At Least ONE of the below MFA options	4
I. Option 1: Okta Verify	5
II. Option 2: Google Authenticator	7
III. Option 3: SMS Authentication	9
IV. Option 4: Voice Call Authentication	10
V. Option 5: Security Question	11
4. Complete MFA setup by pressing Finish	12
5. Logout of Okta	13
6. Additions, Changes and Adjustments after initial setup	14

1. How to Activate your new State of Illinois Okta Account

Once you receive the Okta activation email from noreply@Okta.com, click on the **Green** “Activate Okta Account” button.

Note: this link expires after 7 days, so important to activate your account ASAP. After 7 days you will have to contact your appropriate service desk source to have an activation email resent.

Reminder: your email address will be your Okta Username.



The screenshot shows an email header with the Okta logo. The subject line is "State of Illinois - Welcome to Okta!". The email is addressed to "Hi Ron,". The main body text explains that the organization uses Okta for web applications and provides a link to a video: <https://www.okta.com/intro-to-okta/>. It then states that a system administrator has created an account and provides a link to activate it. A prominent green button labeled "Activate Okta Account" is shown, with a note below it: "This link expires in 7 days." The email also provides the user's username as Fins.miller6@gmail.com and the sign-in page as <https://illinoisgov.okta.com>. A help request link is provided at the bottom: <https://illinoisgov.okta.com/help/login>. A footer note states: "This is an automatically generated message from Okta. Replies are not monitored or answered."

2. Start the account setup process

The link will open

<https://illinoisgov.okta.com/user/welcome> using a special token for your account. This screen will be ready for your information. All sections need to be completed before clicking **Create My Account**.

Note: the Google Chrome browser is the most stable for Okta.

Welcome to State of Illinois, Fins!
Create your State of Illinois account

 Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

 Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

3. Select at least one of the five MFA options

At least One of the five options must be selected for registering Multi-Factor Authentication (MFA).

It is recommended to setup multiple methods. If one method is not available to you or is not working, you can switch to another during login.

I. Okta Verify (go to page 4 for detailed steps)

Approving a push notification from Okta Verify App by selecting a 'Yes' or 'No' acknowledgement button.

or

Enter a 6 digit on-time-pass code from the Okta Verify App into the Okta MFA prompt.

II. Google Authenticator (go to page 6 for detailed steps)

Enter a 6 digit on-time-pass code from the Google Auth App into the Okta MFA prompt.

III. SMS Authentication (go to page 8 for detailed steps)

Enter a 6 digit numeric code from the test message into the Okta MFA prompt.

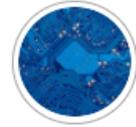
IV. Voice Call Authentication (go to page 10 for detailed steps)

Enter a 6 digit numeric code from an automated voice call into the Okta MFA prompt.

V. Security Question (go to page 12 for detailed steps)

Enter the answer to a security question you selected during this setup process.

Note: Proceed to the page as per the MFA option selected.



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



Okta Verify

Use a push notification sent to the mobile app.

Setup



Google Authenticator

Enter single-use code from the mobile app.

Setup



SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup



Voice Call Authentication

Use a phone to authenticate by following voice instructions.

Setup

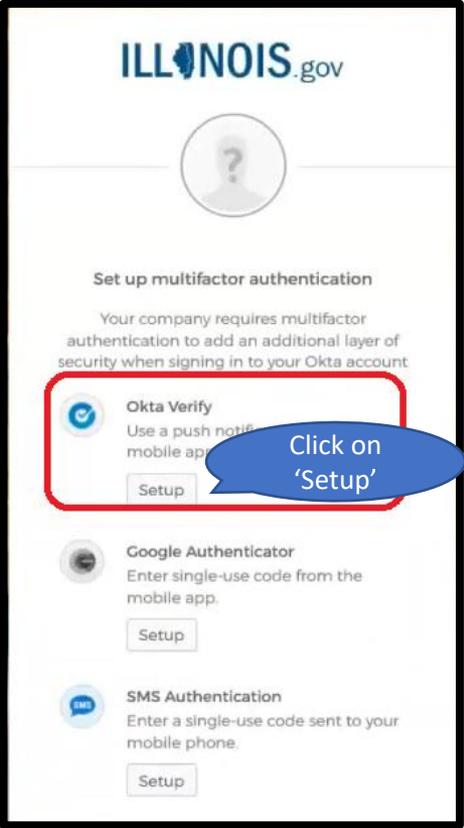
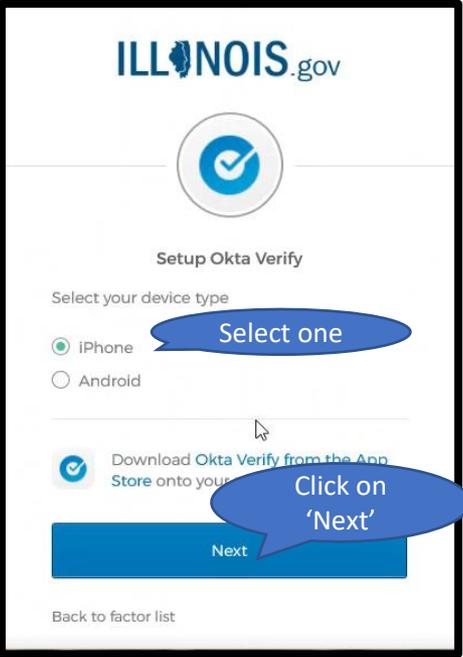


Security Question

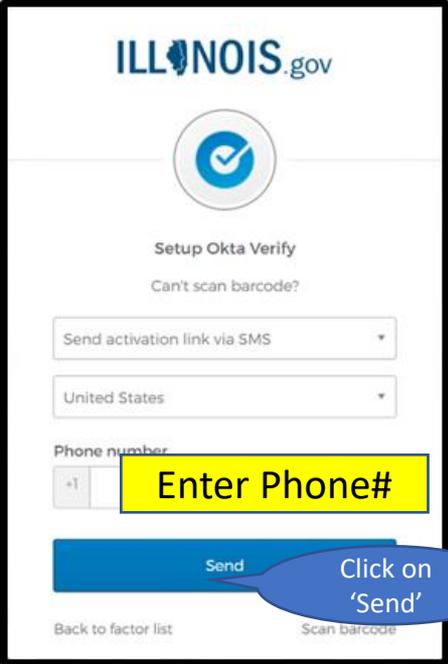
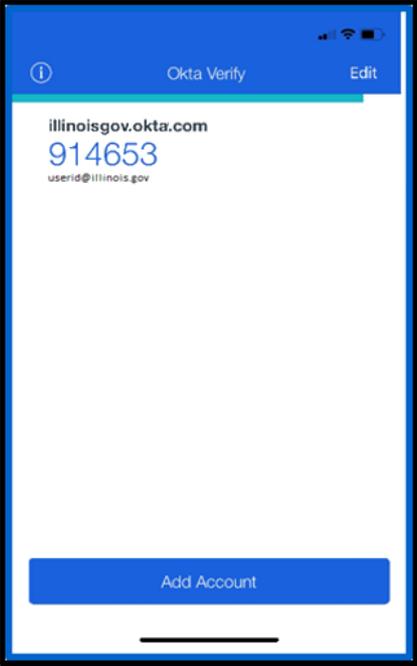
Use the answer to a security question to authenticate.

Setup

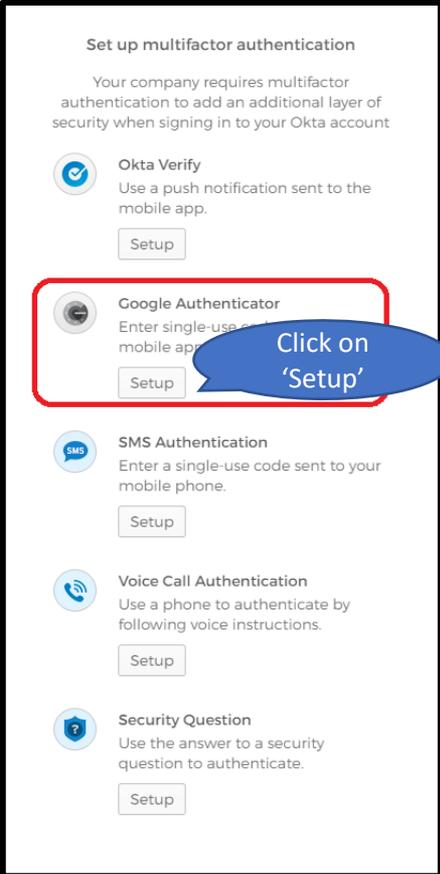
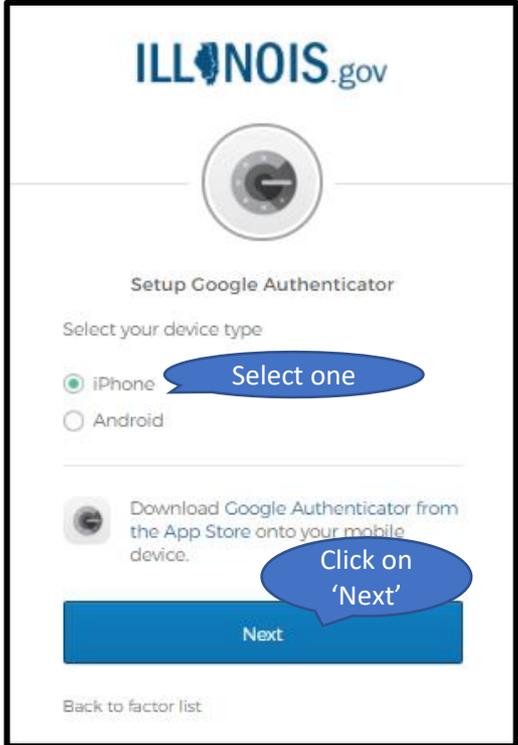
Option I: Okta Verify

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Okta Verify</i> and click on <i>'Setup'</i></p>	<p><u>User Action:</u> Select <i>device type</i> and download the <i>'Okta Verify'</i> App to your smartphone</p>	<p><u>User Action:</u> Scan code from <i>Okta Verify</i> App in your mobile (or) proceed to Step 4 to enter manually</p>
 <p>ILLINOIS.gov</p> <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <p>Okta Verify Use a push notification from your mobile app Setup</p> <p>Google Authenticator Enter single-use code from the mobile app. Setup</p> <p>SMS Authentication Enter a single-use code sent to your mobile phone. Setup</p>	 <p>ILLINOIS.gov</p> <p>Setup Okta Verify</p> <p>Select your device type</p> <p><input checked="" type="radio"/> iPhone Select one</p> <p><input type="radio"/> Android</p> <p>Download Okta Verify from the App Store onto your device</p> <p>Next Click on 'Next'</p> <p>Back to factor list</p>	 <p>ILLINOIS.gov</p> <p>Setup Okta Verify</p> <p>Scan barcode</p> <p>Launch Okta Verify application on your mobile device and select Add an account.</p> <p>Can't scan? Scan this from your mobile</p> <p>Back to factor list</p>

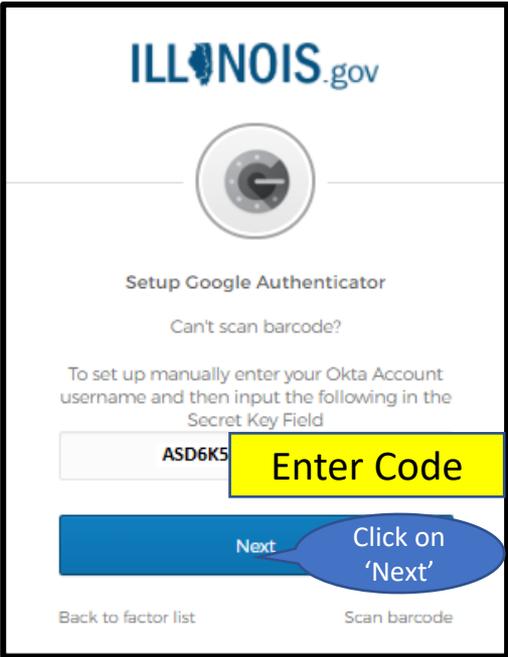
Option I: Okta Verify

Step 4	Step 5
<p><u>User Action:</u> Enter phone number manually and click the link in SMS to activate 'Okta Verify'.</p>	<p>Sample Screenshot from phone depicting a registered account.</p>
	

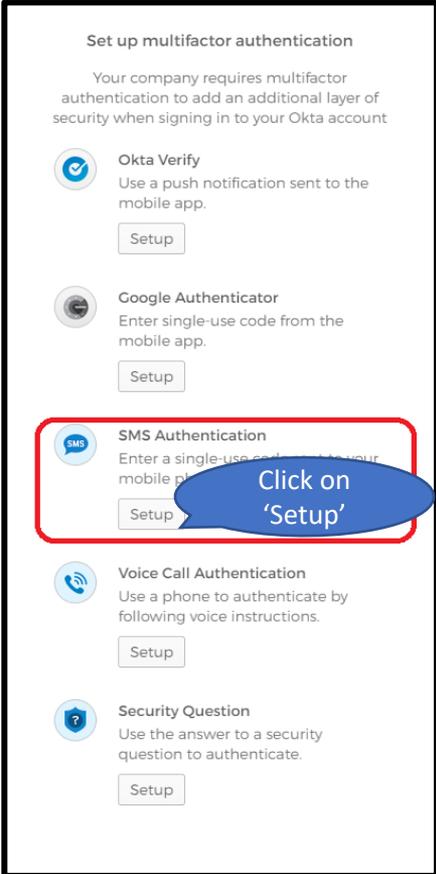
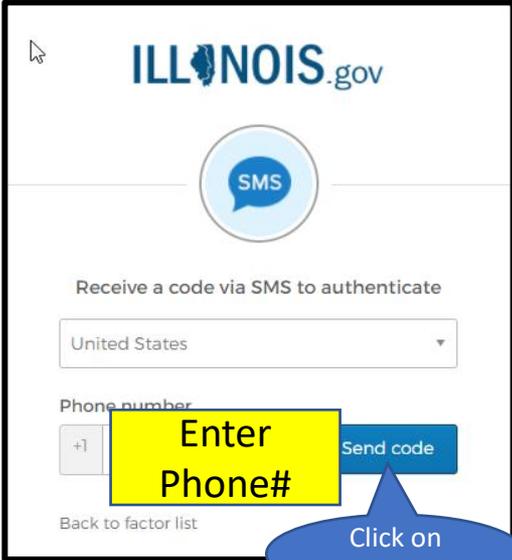
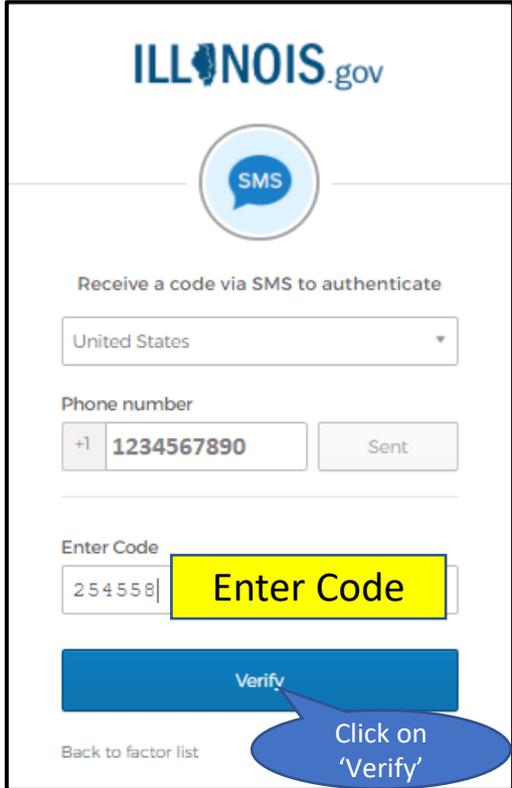
Option II: Google Authenticator

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Google Authenticator</i> and click on <i>'Setup'</i></p>	<p><u>User Action:</u> Select device type and download the 'Google Authenticator' App to your smartphone</p>	<p><u>User Action:</u> Scan code from <i>Google Authenticator App</i> in your mobile (or) proceed to Step 4 to enter manually</p>
 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Okta Verify Use a push notification sent to the mobile app. <input type="button" value="Setup"/><input checked="" type="radio"/> Google Authenticator Enter single-use codes from your mobile app. <input type="button" value="Setup"/><input type="radio"/> SMS Authentication Enter a single-use code sent to your mobile phone. <input type="button" value="Setup"/><input type="radio"/> Voice Call Authentication Use a phone to authenticate by following voice instructions. <input type="button" value="Setup"/><input type="radio"/> Security Question Use the answer to a security question to authenticate. <input type="button" value="Setup"/>	 <p>ILLINOIS.gov</p> <p>Setup Google Authenticator</p> <p>Select your device type</p> <ul style="list-style-type: none"><input checked="" type="radio"/> iPhone<input type="radio"/> Android <p>Download Google Authenticator from the App Store onto your mobile device.</p> <p><input type="button" value="Next"/></p> <p>Back to factor list</p>	 <p>ILLINOIS.gov</p> <p>Setup Google Authenticator</p> <p>Scan barcode</p> <p>Launch Google Authenticator. tap the "+" icon, then select "Scan barcode".</p> <p><input type="button" value="Can't scan?"/></p> <p><input type="button" value="Next"/></p> <p>Back to factor list</p>

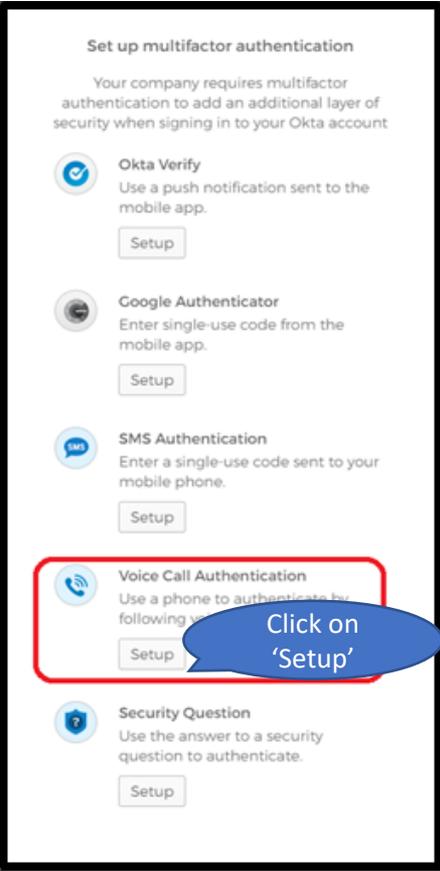
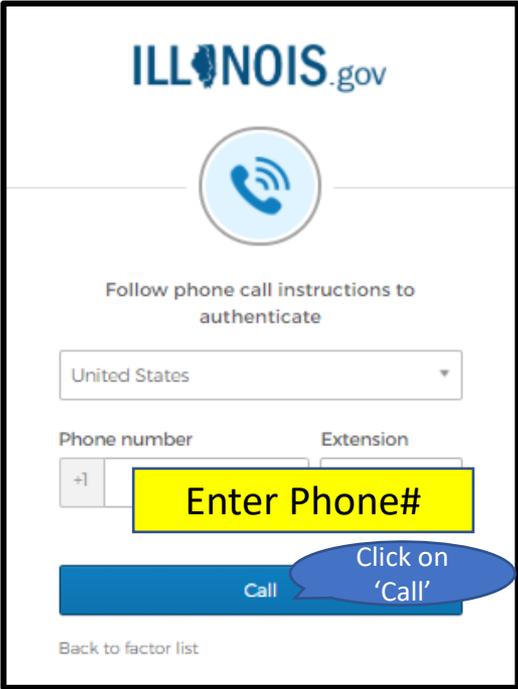
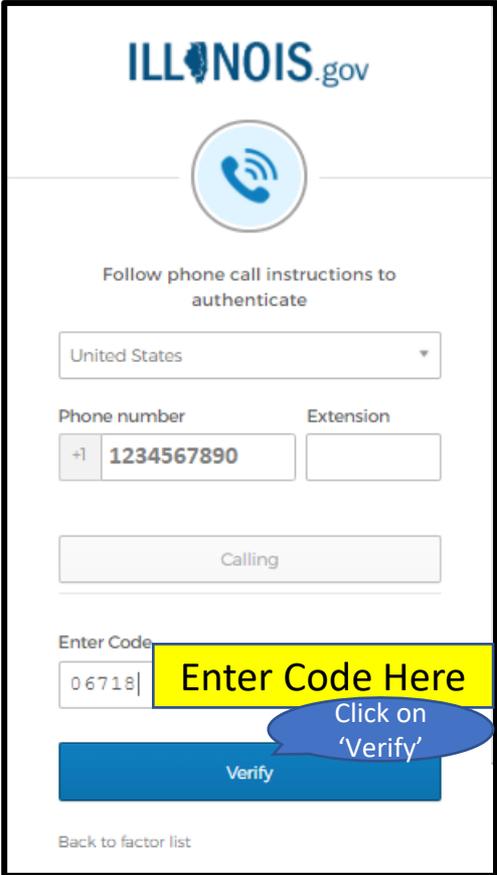
Option II: Google Authenticator

Step 4	Step 5
<p><u>User Action:</u> Enter Account ID manually and enter the Secret Key to activate Google Authenticator.</p>	<p>Sample Screenshot from phone depicting a registered account.</p>
	

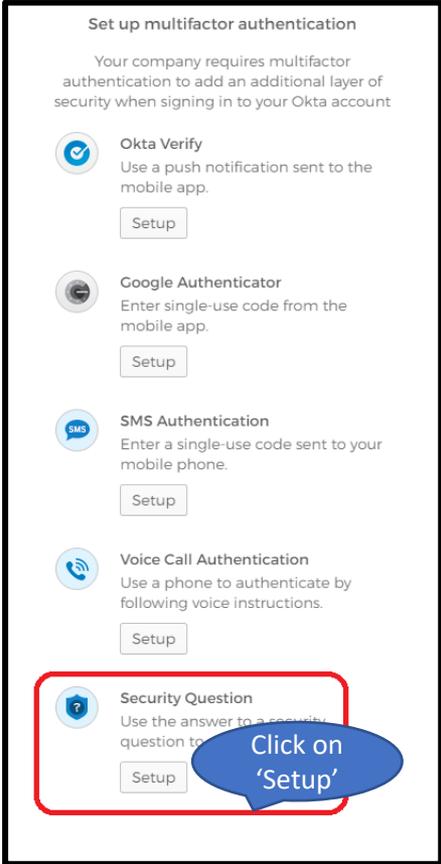
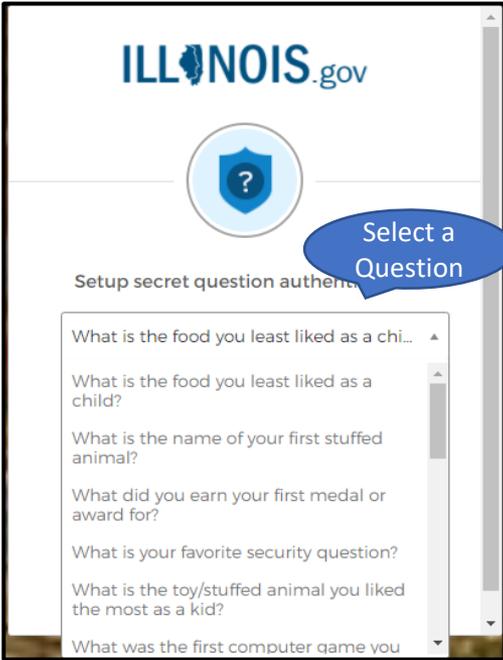
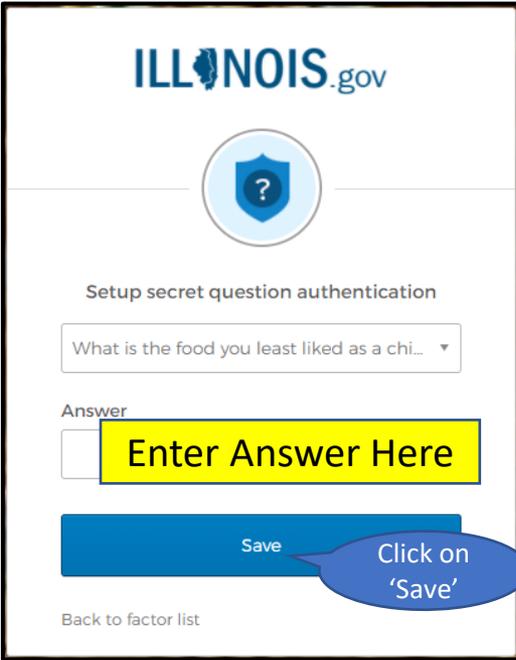
Option III: SMS Authentication

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select SMS Authentication.</p>	<p><u>User Action:</u> Enter a Mobile phone number and click on “Send Code”.</p>	<p><u>User Action:</u> Enter the code received on the mobile phone and click ‘Verify’.</p>
 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Okta Verify Use a push notification sent to the mobile app. <input type="button" value="Setup"/><input type="checkbox"/> Google Authenticator Enter single-use code from the mobile app. <input type="button" value="Setup"/><input checked="" type="checkbox"/> SMS Authentication Enter a single-use code sent to your mobile phone. <input type="button" value="Setup"/><input type="checkbox"/> Voice Call Authentication Use a phone to authenticate by following voice instructions. <input type="button" value="Setup"/><input type="checkbox"/> Security Question Use the answer to a security question to authenticate. <input type="button" value="Setup"/>	 <p>ILLINOIS.gov</p> <p>SMS</p> <p>Receive a code via SMS to authenticate</p> <p>United States</p> <p>Phone number</p> <p>+1 <input type="text" value="Enter Phone#"/> <input type="button" value="Send code"/></p> <p>Back to factor list</p>	 <p>ILLINOIS.gov</p> <p>SMS</p> <p>Receive a code via SMS to authenticate</p> <p>United States</p> <p>Phone number</p> <p>+1 <input type="text" value="1234567890"/> <input type="button" value="Sent"/></p> <p>Enter Code</p> <p>254558 <input type="text" value="Enter Code"/></p> <p><input type="button" value="Verify"/></p> <p>Back to factor list</p>

Option IV: Voice Call Authentication

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Voice Call Authentication</i></p>	<p><u>User Action:</u> Enter a Mobile phone number and click 'Call'.</p>	<p><u>User Action:</u> Enter the code given during the phone call and click 'Verify'.</p>
 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <ul style="list-style-type: none">Okta Verify Use a push notification sent to the mobile app. <input type="button" value="Setup"/>Google Authenticator Enter single-use code from the mobile app. <input type="button" value="Setup"/>SMS Authentication Enter a single-use code sent to your mobile phone. <input type="button" value="Setup"/>Voice Call Authentication Use a phone to authenticate by following y... <input type="button" value="Setup"/> Click on 'Setup'Security Question Use the answer to a security question to authenticate. <input type="button" value="Setup"/>	 <p>ILLINOIS.gov</p> <p>Follow phone call instructions to authenticate</p> <p>United States</p> <p>Phone number Extension</p> <p>+1 Enter Phone#</p> <p><input type="button" value="Call"/> Click on 'Call'</p> <p>Back to factor list</p>	 <p>ILLINOIS.gov</p> <p>Follow phone call instructions to authenticate</p> <p>United States</p> <p>Phone number Extension</p> <p>+1 1234567890</p> <p><input type="button" value="Calling"/></p> <p>Enter Code</p> <p>06718 Enter Code Here</p> <p><input type="button" value="Verify"/> Click on 'Verify'</p> <p>Back to factor list</p>

Option V: Security Question

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select Security Question.</p>	<p><u>User Action:</u> Select the desired question from the list of questions provided.</p>	<p><u>User Action:</u> Fill in an answer to the security question selected and click “Save”.</p>
 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <ul style="list-style-type: none">Okta Verify Use a push notification sent to the mobile app. <input type="button" value="Setup"/>Google Authenticator Enter single-use code from the mobile app. <input type="button" value="Setup"/>SMS Authentication Enter a single-use code sent to your mobile phone. <input type="button" value="Setup"/>Voice Call Authentication Use a phone to authenticate by following voice instructions. <input type="button" value="Setup"/>Security Question Use the answer to a security question to authenticate. <input type="button" value="Setup"/>	 <p>ILLINOIS.gov</p> <p>Setup secret question authentication</p> <p>What is the food you least liked as a child?</p> <p>What is the food you least liked as a child?</p> <p>What is the name of your first stuffed animal?</p> <p>What did you earn your first medal or award for?</p> <p>What is your favorite security question?</p> <p>What is the toy/stuffed animal you liked the most as a kid?</p> <p>What was the first computer game you</p>	 <p>ILLINOIS.gov</p> <p>Setup secret question authentication</p> <p>What is the food you least liked as a child?</p> <p>Answer</p> <p><input type="text" value="Enter Answer Here"/></p> <p><input type="button" value="Save"/></p> <p>Back to factor list</p>

MFA Methods Setup

Step 4

User Action:

Once you have successfully setup your multiple MFA methods click *Finish*.

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Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- Security Question ✓

Additional optional factors

- Okta Verify
Use a push notification sent to the mobile app.
Setup
- Google Authenticator
Enter single-use code from the mobile app.
Setup
- SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup
- Voice Call Authentication
Use a phone to authenticate by following voice instructions.
Setup

Finish

Click on 'Finish'

5. Logout of Okta

Your account is now setup and you can logout from Okta (or) close the browser window.

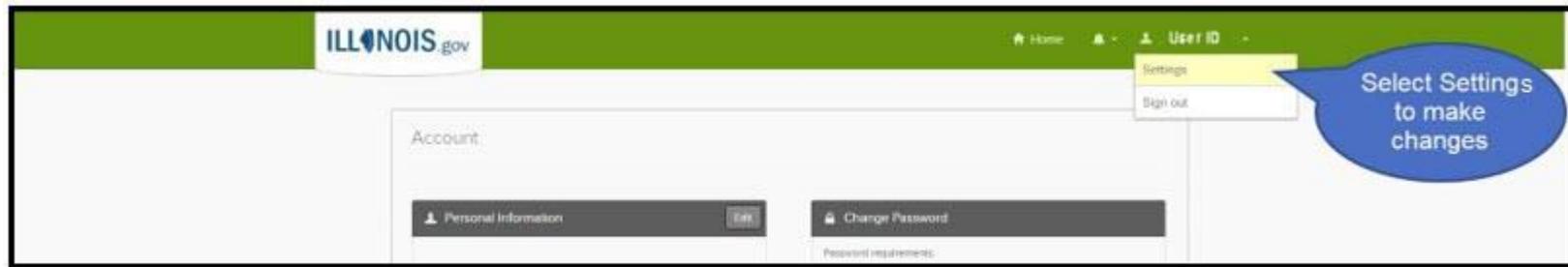
Close Browser

(or) Click on 'Sign out'

Applications you have access using Okta will be listed here. Ignore if you do not see any apps after account setup.

6. Okta account Settings: Additions, Changes and Adjustments after initial setup (OPTIONAL)

You can make additions, changes or adjustments using the Settings section found in the drop-down menu near the username in the top upper right section of the user's home screen.



You can make changes to or add (Optional):

- Security Image (change)
- Extra Verification(MFA) (change or add)
- Change Password (change)
- Forgot Password recovery options (change or add)